

## EP/FIA Reconciliation Process

### For WoRC Case Managers

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**The reconciliation process exists for the sole purpose of satisfying federal reporting requirements. This process has two stages:**

1. Reconciliation of hours (by automatically copying the negotiated hours over to the reconciled hours, by TEAMS running batch jobs, or by a manual process); and
2. Generation of federal reports based on the reconciled data.

### Manual Reconciliation on the EMPR screen

The EMPR screen is used to manually enter reconciled hours when the participant did not complete the hours exactly as negotiated.

**Be sure** complete information for **all** components is available before accessing EMPR. EMPR will require reconciled hours to be entered next to each component with negotiated hours. (Zero can be entered, if appropriate.)

Step	Action
1.	<p>When <b>all</b> necessary information has been collected, 'Next' to the <b>EMPR</b> screen for the benefit month being reconciled.</p> <ul style="list-style-type: none"> <li>• The screen will display all components from the EMPL screen for the first participant by POA number.</li> <li>• Hours are only reconciled during the reconciliation month.</li> </ul>
2.	<p>In the REC field, enter the hours completed for <b>each</b> activity component.</p> <p>OR</p> <p>Type a <b>Y</b> in the "Copy" field at the lower right; press Enter. This copies all negotiated hours into the REC field; simply update any that require adjustments.</p> <ul style="list-style-type: none"> <li>• If zero hours were completed for a component, you <u>must</u> enter <b>0</b> (zero).</li> <li>• Some components such as HNA and WRC are displayed for convenience but are not reconciled by the worker (the REC field is locked).</li> </ul>
3.	<p>If appropriate, add <b>new</b> activity components as needed by typing the component code in the <b>CMP</b> field, hours in the <b>REC</b> field, a start date in the <b>START</b> field, and an end date in the <b>END</b> field. Press Enter.</p> <ul style="list-style-type: none"> <li>• The NEG (negotiated hours) field will be blank.</li> </ul>

4.	<p>When finished, use one of the following <b>exit commands</b>:</p> <ul style="list-style-type: none"> <li>• <b>Press Enter</b> to save the data.</li> <li>• Type <b>Y</b> in the <b>NEXT POA</b> field and press Enter.</li> <li>• Type another person's POA number in the <b>Client POA</b> field and press Enter.</li> </ul> <p>These actions prompt TEAMS to save data and perform the requested action, OR display error/warning messages as needed.</p>
5.	<p><b>If an error message is displayed</b>, correct the data and press Enter. Remember:</p> <ul style="list-style-type: none"> <li>• No more than 160 hours can be reconciled for a participant.</li> <li>• All components must be reconciled at once. Do not leave any blank, but do not enter false data for the purposes of completing the screen (you cannot update it later).</li> </ul> <p><b>Repeat Step 4</b> when all error messages are cleared.</p>
6.	<p><b>Warning messages</b> may also display on EMPR.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> “Primary cmpnt hrs too low, fix now or hit Enter to continue.”</li> <li><input type="checkbox"/> “Secondary cmpnt hrs exceeded, fix now or hit Enter to continue.”</li> <li><input type="checkbox"/> “Total Hours below minimum, fix now or hit Enter to continue.”</li> </ul>
<p><b>NOTES:</b></p> <ul style="list-style-type: none"> <li>• Once the screen has been exited successfully, information can be viewed on EMPR but cannot be updated by the WoRC Case Manager; only a WoRC Supervisor within the same jurisdiction can update EMPR. The WoRC Supervisor can update it during the reconciliation month only.</li> <li>• The information entered on EMPR is also displayed on EMPL.</li> </ul>	

## Reconciliation Q & A:

### Q. What if I made a mistake when I reconciled hours on EMPR?

- A. Ask your supervisor to correct it before the end of the reconciliation month. Supervisors (or those with Security Class 74) can update data that was entered by the WoRC Case Manager on the EMPR screen.

### Q. Why aren't the WRC, HNA, HNC, and NEW components reconciled by the worker on the EMPR screen?

- A. Since the NEW component is a referral component for a program outside of TEAMS, the system simply auto-reconciles it at the end of the benefit month, based on negotiated hours. The WRC referral component is not reconciled, because the related activity components assigned on the EMPL screen are reconciled separately.

The HNC component is auto-reconciled by TEAMS, and its' hours are included in TANF reporting. The HNA component, on the other hand, is not reconciled and its' hours do not count toward TANF participation rates.

### Q. How do I handle it when the case timeclock is nearing 60 months, with regard to NPI and EBI?

- A. EMPL may not recognize a case is switching over to Extended Benefits when future months are worked using EMPS. For example, when working an EP for months 60 and 61 and NPI has been approved by the WoRC Monitor and EBI has been approved by central office, NPI would be entered for both months on EMPL. Then 0 hours would be reconciled for NPI in month 61, and the EBI component and hours would be added on EMPR.

**REMEMBER:**

Reconciliation is for reporting only. It does not replace other case management procedures.